

Community college districts must prepare and publish annual budgets as prescribed by Arizona Revised Statutes (A.R.S.) §15-1461. The official budget forms have been issued in Microsoft Excel.

OFFICIAL BUDGET FORMS

The following official budget forms are included in the Microsoft Excel file:

COVER PAGE

SCHEDULE A Summary of Budget Data

SCHEDULE B Resources

SCHEDULE C Expenditures and Other Outflows

GENERAL INSTRUCTIONS

As used in these instructions, the “current year” is the fiscal year in which the district is operating and the “budget year” is the fiscal year for which the district is budgeting and that immediately follows the current year.

The district name and budget year should be entered on the instructions sheet in the Excel file, as indicated. This information will be automatically transferred to the budget forms.

Amounts recorded in the current year budget columns should be obtained from the district’s adopted budget for the current year. Estimated amounts for the budget year should be recorded in the budget year columns.

“Transfers Out” and “Less” amounts reported on Schedule B must be entered as NEGATIVE numbers (with a minus) in order for the formulas in the spreadsheet to calculate correctly and for the amounts to show in parentheses.

The amount and percentage increase or decrease from the current year budget to the budget year budget as well as subtotals and totals are calculated automatically.

Grid lines have been turned off (View/Gridlines) in order to make the lines used in the forms easier to see. Users may turn the grid lines back on without affecting the calculations or printing of the spreadsheet.

The budget forms have been protected to prevent the accidental deletion of formulas. However, a password was not assigned so the file may be unprotected to make minor formatting changes. Each sheet is separately protected. To unprotect an individual sheet, select Review/Unprotect Sheet from the menu. Once changes have been made, the sheet should be re-protected by reversing this process.

SPECIFIC INSTRUCTIONS

The following instructions address those line items requiring additional explanation.

SCHEDULE A

Schedule A is a summary of budget data. This schedule should be prepared after Schedules B and C have been completed. The spreadsheet will automatically bring forward amounts from these schedules to Schedule A. After entering all amounts on Schedules B and C, enter amounts in the remaining spaces on Schedule A.

The expenditures per full-time student equivalent (FTSE) will be calculated automatically once amounts are entered in Part I.A and the total FTSE projection for the year is entered in Part I.B.

Part II should be used to record the total estimated personnel compensation in accordance with A.R.S. §15-1461. The amounts should be broken down into employee salaries and hourly costs, retirement costs, healthcare costs, and other benefit costs.

The primary and secondary tax rates per \$100 net assessed valuation should be recorded in Part III.B. The primary tax rate should be the total rate including amounts for equipment transferred to the Unexpended Plant Fund.

SCHEDULE B

Schedule B is used to record the estimate of beginning balances, revenues and other inflows, and transfers for all funds, as well as calculate total resources available for the budget year.

Beginning balances should include all restricted and unrestricted resources the district estimates it will have at the beginning of the year, including receivables that are expected to be collected in the budget year. However, these balances should exclude amounts not in spendable form, such as prepaid amounts, inventories and capital assets, or amounts legally or contractually required to be maintained intact. In addition, these balances should exclude encumbered amounts (i.e., amounts that will be used for the payment of expenditures incurred in the current year but not paid until the budget year).

Resources may be reduced by certain amounts that will not be available to finance expenditures of the budget year. A description should be included on the blank lines provided to explain the reduction amount(s).

SCHEDULE C

Schedule C should be used to record the estimate of expenditures and other outflows.

Total resources available for the budget year, calculated on Schedule B, are carried forward to Schedule C. The total resources available for expenditures should not be less than the total expenditures and other outflows.

Expenditures should be estimated by function. The estimated amount of expenditures associated with tuition and fee remissions or waivers recorded on Schedule B should be recorded on Schedule C as scholarships or as staff benefits within the appropriate functional expenditure category of the General Fund.